

## ACSA 2023 AUDIT INSTRUMENT | HIGHLIGHTS AND INFORMATION

### HIGHLIGHTS OF ACSA'S 2023 AUDIT INSTRUMENT

- Fewer questions than the 2019 instrument.
  - 108 questions in 2023 compared to 116 in 2019.
- Consistent language used throughout the document.
- Positive indicators for all-or-nothing-scored questions remain at a minimum of 70% (unless otherwise specified).
- Improved instructions on how to interpret and score questions.
- Replaced letters from all questions with sequential numbering.
- Improved clarity for validation notes criteria.
- Expanded the ability to “N/A” specific questions (under certain circumstances).
- Updated supporting documentation (interview and observation checklists, audit documentation list).

### AUDIT TIMELINES



### SCORING METHODS (TYPES OF QUESTIONS)

#### All or Nothing

- Auditor will continue to award zero or full points.
- A minimum of 70% positive indicators required, unless otherwise stated within the individual question.

#### Range Scoring

- Auditors can award a range of points (0 to 10) based on the percentage of positive indicators (i.e., records reviewed or interviews conducted).
- Range scoring allows for quantifiable verification.

#### Cascade Scoring

- Updated scoring instructions and values for questions that required cascade scoring.
- Score awarded dependent on the score of the previous question.
- Question and scoring instructions will indicate when cascade scoring is required.

## FREQUENTLY ASKED QUESTIONS

### **Why is the ACSA audit instrument being updated?**

*Bill 47: Ensuring Safety and Cutting Red Tape Act, 2020 (Bill 47)*, amends the *Occupational Health and Safety Act (OHS Act)*, the *Radiation Protection Act*, and the *Workers' Compensation Act*. The updated OHS Act and revised regulations took effect on December 1, 2021. As part of the legislative changes, all Certifying Partners, including the ACSA, were required to adopt the updated audit standards formed by Partnerships in Injury Reduction (PIR). Your ACSA took this opportunity to update our audit instrument to better reflect our members' needs, while meeting PIR's updated audit standards. Additional information regarding Bill 47 can be found at <https://www.youracsa.ca/bill-47/>.

### **Will the ACSA provide training to help companies develop the policies and procedures required by the updated audit standards?**

Yes, we are updating our Principles of Health and Safety Management (PHSM) and Auditor Training Program (ATP) courses to reflect the updated audit standards. Additionally, Your ACSA's other courses can assist in the development of your health and safety management system as well. Our courses can be found [here](#).

### **Do I need to retake PHSM or ATP courses to receive training for the 2023 audit instrument?**

No, you are not required to retake PHSM or ATP courses. However, we do recommend that certified auditors complete the ATP-Recertification (ATP-R) course which will go over the changes and highlights of the 2023 audit instrument. By completing the ATP-R course, you can maintain your auditor status for the year.

### **When will the 2023 audit instrument be required?**

All audits starting January 1, 2023, will be required to use the 2023 audit instrument.

### **If my COR certification expires in 2023, can I re-certify in 2022?**

It is the sole decision of the company to determine if they wish to re-certify early.

### **Will changes be reflected in eAudit?**

Your ACSA is updating eAudit to reflect the 2023 standards in addition to working on a new auditing platform. You can subscribe to the *Your ACSA Update* [e-newsletter](#) and follow us on [Facebook](#), [LinkedIn](#), or [Twitter](#) to stay up to date on latest developments.

### **Who can I contact for more information?**

Your ACSA team is always here to help. Please reach out by email at [COR@youracsa.ca](mailto:COR@youracsa.ca) or call 1-800-661-ACSA (2272) for any questions you may have.